

## MUSEUM RESOURCES DEVELOPER

### JOB DESCRIPTION

**Classification Responsibilities:** A Museum Resources Developer is responsible for managing the development fundraising for the i.d.e.a. Museum organization; researching; developing grants for programs; and performing related duties as required.

Duties include developing funding sources; implementing a broad number of fund-raising programs including corporate, foundation, state, and federal government grant applications; supervising assigned volunteers; coordinating development and fundraising efforts for exhibitions and programming through the i.d.e.a. Museum Board and its Committees; and serving as liaison to Committees. Duties also include coordinating programming for, cultivating relationships with donors, researching topics, planning and coordinating donor programs to complement the museum's exhibition schedule, and overseeing fundraising programs and events. This class may supervise office/clerical staff.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. This class is supervised by the i.d.e.a. Museum Administrator who reviews work through conferences, meetings, written reports, and overall results achieved. The position requires the ability to work non-standard hours including evenings, weekends, and some holidays. This class is FLSA exempt-professional.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Museum Studies, History, Business or related field with considerable (3 - 5 years) experience in museum development of resources and programming.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in Museum Studies, History, Development or related field. Certified Fund Raising Executive (CFRE) Certification. Museum experience is desirable.

### ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates orally and in writing with a wide range of individuals including: i.d.e.a. Museum Management/Leadership Team, co-workers, non-profit or business Board Members subordinates, representatives of museum groups and organizations; City employees, i.d.e.a. Museum

Board Members, donors, volunteers, vendors, contractors, public officials, children, and the general public. Instructs and/or trains staff, temporary employees, and volunteers regarding specific fundraising programs. Provides technical expertise and information for soliciting donations, responding to questions, and instructs/trains assigned staff, volunteers, and colleagues regarding fund-raising principles and ethics, gift acceptance policies and gift recognition. Prepares written documents such as grants, program evaluations, contracts, reports, correspondence, and financial reports. Makes presentations to service clubs or groups, members of the public, and City officials. Prepares written documents such as reports and presentations with clearly organized thoughts and/or using the proper sentence construction, punctuation, and grammar.

**Manual/Physical:** Operates a variety of standard office equipment to prepare written materials. Moves objects such as two and three-dimensional pieces weighing up to 50 pounds as related to events and programs. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to sites to pick up and return items. Meets scheduling and attendance requirements. Reviews the work products of others to ensure compliance with state and federal regulations related to collections. Inspects, monitors, and/or evaluates event related items to determine compliance with safety and policy.

**Mental:** Plans and organizes i.d.e.a. Museum fund-raising and related activities. Conducts research, including prospect research, and analyzes data (example: potential donors, fund-raising capacity, progress toward fund-raising goals, development trends, etc.) to successfully raise funds. Comprehends and makes inferences from written materials (example: City policy, professional journals and newsletters, local/state national fund-raising reports and studies, and meeting minutes, etc.) to plan, implement and coordinate fund-raising. Develops strategies to support and fund cultural exhibits, programs, services, and opportunities. Prioritizes and assigns work to volunteers, staff, boards and committees. Resolves procedural and other work related problems. Develops policies and procedures, and short- and long-term objectives. Performs mathematical calculations and financial and cost analysis to prepare revenue and expense reports on grants and fundraising programs, and to prepare and monitor the related unit budget. Prepares fundraising schedules, and updates. Comprehends and makes inferences from magazines, journals, and texts, to expand knowledge and remain current in the field. Reviews or checks the work of others to ensure conformance to departmental standards.

### **Knowledge and Abilities:**

Knowledge of:

community needs and issues related to i.d.e.a. Museum fund-raising, methods, and practices for planning, organizing, and coordinating cultural fund-raising;  
one or more specialized fields of fund-raising activity including grantsmanship;  
principles and practices of conducting annual, capital, and endowment campaigns including donor solicitation, and well as corporate and individual solicitation methods;  
principles, practices, and methods of campaign budget preparation and monitoring of expenditures;  
public museum procedures and guidelines;  
the development of program objectives and goals;  
the principles of display of art and artifacts;  
research methods and procedures;  
the methods and practices used in: developing, organizing, and publicizing museum educational programs and events;  
policies and procedures relating to budgeting, staffing, and directing programs;

training methods and design;  
community programs and organizations;  
the processes and procedures used in applying for grants and other related funding sources; and  
the principles, practices, and methods of supervising, training, and evaluating employees.

Ability to:

use a personal computer including specialized software programs to record, monitor, and account for funds;  
coordinate the planning and implementation of annual, capital, and endowment campaigns;  
negotiate agreements with other agencies and individuals;  
understand a variety of areas (music, literature, creative drama, and movement) that contribute to an exhibit program;  
exercise initiative and judgment to improve, develop, and conduct museum activities;  
collaborate with museum staff members to generate ideas and approaches to fund programs and exhibits;  
present information in an interesting manner to a variety of audiences;  
accurately estimate design and cost of fundraising programs;  
represent the museum in the cultural community to gain cooperation and trust;  
plan, organize, and conduct resource workshops;  
effectively communicate both verbally and in writing;  
prepare, write, and administer visual arts/museum related grants;  
deal courteously and tactfully with other employees and all segments of the general public;  
speak to individuals and groups about exhibits, programs, and overall museum; and  
liaison with voluntary groups, the community (including schools, local and other groups),  
Industry, and grant agencies to secure sponsorship for events, publications and development projects.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/16

PN/nbr/co/st

CS4638.DOCX

EEO-Prof

JOB FCTN-ART

INCREMENTS 62-200

PAY GRADE: 47

IND-9101

SWORN-No